MISSOURI OFFICE of ADMINISTRATION

Division of General Services
Document Solutions

4720 SCRUGGS STATION ROAD, JEFFERSON CITY, MO 65109
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PRODUCTION REQUEST

CUSTOMER INFORMATION

CONTACT PERSON

ADDRESS | ROOM NUMBER

CITY | STATE | ZIP

DEPARTMENT | DIVISION

SECTION/PROGRAM

TELEPHONE NUMBER | AUTHORIZED BY

EMAIL ADDRESS

ESTIMATE

Due to fluctuating material costs, pricing is subject to change. Customer may request a new estimate at time of production. Required changes or revisions may result in additional charges.

GIVEN BY / ESTIMATE NUMBER | QUANTITY

ESTIMATE AMOUNT | DATE

DELIVERY INFORMATION

☐ **DELIVER**
☐ **SHIP**
☐ **PICK-UP**

ORGANIZATION NAME

CONTACT PERSON

ADDRESS | ROOM NUMBER

CITY | STATE | ZIP

NO. OF BOXES | RECEIVED BY SIGNATURE **X** | DATE

DELIVERY INSTRUCTIONS

DATE DELIVERED | DELIVERED BY (COMPLETED BY DOC SOLUTIONS)

JOB SPECIFICATIONS

DOC SOLUTIONS CUSTOMER CODE | JOB NUMBER (COMPLETED BY DOC SOLUTIONS)

AGENCY PO NUMBER | FORM #, LIT #, DOC # (IF APPLICABLE)

DOCUMENT TITLE

DATE SUBMITTED | DATE REQUIRED

TYPE OF JOB | PREVIOUS JOB NUMBER

☐ **NEW** ☐ **REVISED** ☐ **EXACT REPRINT**

☐ **BUSINESS CARDS** – QUANTITY ☐ 250 ☐ 500 ☐ 1000

☐ **GRAPHIC DESIGN REQUESTED** | ☐ **FILLABLE PDF**

SENDING DOCUMENT FILES BY

☐ **EMAIL** ☐ **FLASH DRIVE** ☐ **MOFTP** ☐ _____

NUMBER OF PAGES | TOTAL NO. OF FINISHED PIECES | FINISHED SIZE

☐ **1-SIDED** ☐ **2-SIDED** | ☐ **B & W** ☐ **COLOR** | ☐ **BLEED**

☐ **SHRINK WRAP** ☐ **HOLE PUNCH** ☐ **PAD** ☐ **BIND** ☐ **MAIL**
(SPECIFY DETAILS BELOW IN THE JOB DESCRIPTION)

JOB DESCRIPTION

Save Form **Print Form** **Reset Form**

PRODUCTION COMPLETION DATE (COMPLETED BY DOC SOLUTIONS)

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